

Boston Medical Center – Application Checklist

Minimum required to begin processing (all functionality to complete these tasks is in Portal):

- ___ Application
- ___ Privilege Request
- ___ (upload) **Clear digital photo of yourself**, e.g. taken with a cell phone or digital camera
- ___ (upload) **Curriculum Vitae** in **MM/YYYY** format, with your proposed BMCHS-affiliated position listed

Please do not delay submission of the minimum items above even if the following are not readily available.

The following must be submitted for an application to be complete but may be submitted later:

- ___ **Current Massachusetts professional license.**
- ___ **DEA Certificate** - Controlled Substance Registration Certificate issued by the U.S. Drug Enforcement Administration, with your Massachusetts practice location listed.
- ___ **Mass. Controlled Substance Certificate** –issued by The Commonwealth of Mass., Dept. of Public Health.
- ___ *(If you will not be employed by BMC or BUMG)* **Current malpractice insurance, effective for practice affiliated with or at Boston Medical Center Health System** - with limits at least \$1M/\$3M
- ___ **Basic Life Support (BLS for Healthcare Providers) certification, which includes hands-on training.**
If you are not requesting clinical privileges (e.g. Refer and Follow), you do not need to submit BLS.
The only acceptable certifications are the AMERICAN HEART ASSOCIATION BLS PROVIDER, or the AMERICAN RED CROSS BLS/CPR FOR HEALTHCARE PROVIDERS. Online-only courses are not acceptable. In addition, advanced life support certification (e.g., ACLS, PALS, etc.), while required for certain privileges, does not cover the BLS requirement.
- ___ *(Supervised APRNs and Physician Assistants only)* **Practice/Prescriptive Guidelines**, developed and signed by you and your supervising physician. You may contact the Medical Staff Office for a template, if needed
- ___ **Application fee of \$400** – Via credit card at: <https://pay.instamed.com/bmcmedstaff>. Check or money order, made payable to “**BMC Medical Dental Staff**” is also acceptable. A fee invoice is available on the Medical Staff Services website. *You may wish to inquire with your hiring Department about fee payment prior to submitting payment yourself.*

Only for applicants NOT being hired by Boston Medical Center Human Resources:

- ___ **Occupational Health clearance** – A document outlining requirements is available on the Medical Staff Services website. Contact BMCHS Occupational Health directly via email at medicalclearance@bmc.org for more information.

(BMC hires will arrange for health clearance through their H.R. recruiter)

Once your application is reviewed by the Medical Staff Office, there may be additional documents or information requested.

F.A.Q.

How do you verify my identity?

If you are being hired as a BMC employee, please coordinate ID verification with BMC HR.

For all others, your identity must be verified by a member of the Medical Staff Office using a valid government-issued ID before you will be granted membership or privileges. This may be done virtually through real-time audio/video technology (e.g., Zoom, Teams, etc.) or in person at the Medical Staff Office.

Please arrange an appointment with your credentialing coordinator for ID verification (videoconference or in person).

Does submitting my C.V. mean I don't have to complete this application?

No. The inclusion of your C.V. does not substitute for completion of any section of the application.

What am I required to list as my Health Care Affiliations?

Regardless of duration, please list all affiliations you had as a licensed independent practitioner at hospitals, clinics, outpatient surgery centers, private practice, nursing homes, military medical facilities (including reserve training), public health service, contract services, managed care, or any health-care facility during the past ten years. Please list **month & year** of start and end dates.

Do not include sites to which you only rotated as part of post-graduate training.

Who can I use as my references?

If you have completed post-graduate training within the past three years, you should list your Program Director (or one of your associate Program Directors) as a reference.

If you are currently practicing as a licensed independent practitioner outside of BMC, one of your references should be someone who has organizational responsibility for your practice (e.g., Department Chair, Medical Director, etc.) at a facility where you are clinically active.

In all cases, your references must be able to comment on your character, judgement, and, if applicable, current competence and ability to perform the privileges you are requesting. They should be of the same professional designation as you, and they may not be related to you nor may they stand to gain financially from you being granted clinical privileges or Medical Staff appointment.

Do you require past face sheets for my professional liability insurance?

No, but they may prove to be helpful. We do require you to provide us the **names, precise contact info, policy numbers and dates (months and years of inception and closure)** for all professional liability insurance carriers during the past ten (10) years, including any you had during post-graduate training. You will be asked if there have been, or are currently pending, any malpractice claims, suits, settlements, or arbitration proceedings involving you, or gaps in coverage, and you must submit detailed explanations if so.

I also need to apply for a faculty position at Boston University Chobanian & Avedisian School of Medicine, will this application cover that?

Faculty appointments are processed separately by the Office of the Provost.

Please go to <http://www.bumc.bu.edu/provost/ap/appforms/> to access information and forms used in submitting for academic appointments.

For all other questions, please contact:

Medical Staff Office
960 Massachusetts Avenue, 2nd Floor
Boston, MA 02118
credentialing@bmc.org